

THE TULALIP TRIBES
ECEAP
Job Description
“In-House Opportunity”

JOB TITLE: Teacher Assistant/ Bus Driver

JOB NUMBER: TTT-150-08

NOTE: You must be a regular employee or an enrolled tribal member with the Tulalip Tribes in order to be considered for this position. Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.

EDUCATION: (attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED (attach copy)

PREFERRED EDUCATION:

☐ Early Childhood Training (attach copy)

SKILLS:

- ☐ Must have excellent communication skills, both verbal and written
- ☐ Must be computer literate with working knowledge of Microsoft Word, Excel, etc.
- ☐ Must have good health habits
- ☐ Must enjoy and work well with children.
- ☐ Must have good attitude and respect for all people

EXPERIENCE:

☐ Six (6) months working experience in an Early Childhood program

OTHER REQUIREMENTS:

- ☐ Must have valid drivers license (attach copy)
- ☐ Must have Certified Drivers License (attach copy)
- ☐ Must have current CPR and Food handlers card (attach copies)
- ☐ Certificate of training in Blood borne Pathogens (attach copy)
- ☐ Must have current TB skin test (attach copy)
- ☐ Must be able to work in a culturally diverse environment
- ☐ Must adhere to strict confidentiality of information seen or heard
- ☐ Must have the tolerance and patience to deal with upset, angry, and/or frustrated people
- ☐ Must be able to work evenings, weekends, holidays, and/or flexible hours as needed or requested.
- ☐ Must have a successful employment history with The Tulalip Tribes and/or other employment entities

Physical Characteristics and/or Prerequisites:

- ☐ Eye-hand coordination for operation of vehicle
- ☐ Stamina to sit, stand and/or walk for prolonged periods of time
- ☐ Mobility to bend, stoop, and/or climb stairs on a frequent basis
- ☐ Ability to lift objects weighting 50 lbs

Tribal Department: ECEAP

Employee Classification: Non-Exempt

Job Summary: To assist the teacher in providing a developmental preschool program which will serve the needs of each individual.

Employee Reports To: Head Teacher or Designee

Extent of Job Authority: To work with the teacher and transport children as directed.

Specific Duties Performed:

1. Does general bus maintenance.
2. Transport children as directed.
3. Maintains cleanliness of interior and exterior of vans.
4. Checks oil and tire pressure.
5. Keeps vehicle filled with gas.
6. Assists in classroom when not on bus route.

7. Maintains a neat and accessible storage of supplies and equipment.
8. Assists with room management and arrangement.
9. Assists in record keeping, reporting, bulletin board, preparing needed materials, inventory, etc.
10. Participates in all activities of the center's children program, such as holiday programs.
11. Participates in center staff meetings and parent meetings.
12. Work cooperatively with parents in the classroom, setting a good example of child guidance and disciplines.
13. Sets up room before class, arranging materials, supplies and furniture for the daily activities according to teacher made plans.
14. Cleans up after snack, art projects, etc.
15. Set up table for lunch, assists in serving lunch and clean-ups.
16. Setting up and taking down cots for naps.
17. Clean up after a sick or soiled child.
18. Assists children with clothing, shoes and toiletry needs.
19. Assists with art and music activities, reading, story telling.
20. Supervise areas of free play: blocks, housekeeping, tricycles, etc.
21. Supervise outdoor play and field trips.
22. Must be willing and able to adapt in performing duties assigned in addition to those listed.
23. Performs other duties as deemed necessary.

Term of Employment: This is a regular full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$13.35 - \$17.03 per hour

Opening Date: December 8, 2008

Closing Date: December 19, 2008 at 4:00pm

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. Main telephone number (360) 716-4747 or toll free 1 (800) 869-8287.